



Clark County Department Of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Checklist for Single Family - Residential Submittals

Ronald L. Lynn Director/Building & Fire Official

Samuel D. Palmer, PE., Assistant Director · Girard Page, Sr. Deputy Fire Chief

ASSESSOR'S PARCEL NUMBER: _____ APPLICATION NUMBER: _____

ADDRESS: _____ CITY: _____ ZIP: _____

OWNER: _____ CONTRACTOR: _____

CONTACT PERSON: _____ PHONE: _____ FAX: _____

E-MAIL: _____ CELL: _____

CONTACT'S ADDRESS: _____

Date Received: _____ Received By: _____ Commission Approval: _____

Scope of Work: _____

Basement ☐ No ☐ Yes (If Yes, contact Civil Engineering at 455-4600 for finish floor waiver information.)

PLANS PREPARED BY:

- ☐ Nevada Registered Architect
- ☐ Owner
- ☐ Nevada Registered Residential Designer
- ☐ Licensed General Contractor
- ☐ Structural Plans Included – stamped and signed (original) by a Nevada Registered Engineer

FOR OFFICE USE ONLY – Items Prior to Issue:

Water: LVVWD ☐ Domestic Well ☐ (domestic wells require affidavit)
Community Well ☐ Other _____
Sewer: CCWRD ☐ Septic ☐ Other _____
Dust Permit: ☐ Yes (required if over .25 acres)
Mitigation: Acreage = _____ Grading # _____

BUILDING PLANS: ☐ 3 Sets

- ☐ Site Plan
- ☐ (3) Geotechnical Reports Wet Stamped (one for ESGI) ☐ Update Attached (required if original is over (1) year old)
- ☐ (1) CD Electronic Submittal of Geotechnical Information (ESGI)
- ☐ Floor Plan showing all Rooms Labeled, Windows and Doors ☐ Window and Door Schedules
- ☐ Elevations (front, rear, side)
- ☐ Cross Sections Showing Construction Details, Roof Pitch, Sizes & Spacing of Structural Members
- ☐ Fireplace(s) ☐ Gas Piped ☐ EPA Approved ☐ Outside Hydrological Basin/Above 4,000 ft.
- ☐ Gas Piping Plan
- ☐ Energy Calculations
- ☐ Electrical Plans ☐ Electrical Load Calculations (if required)
- ☐ Floor Framing Plan (if applicable) ☐ Stair Details (if applicable)
- ☐ (3) Structural Plans (if applicable) ☐ Structural Calculations (2) (if applicable)
- ☐ Foundation Plan and Footing Detail ☐ Roof Framing Plan with All Header and Beam Sizes
- ☐ Truss Calculations (reviewed and stamped by structural engineer)
- ☐ Utility Plans (if over 3,600 sq. ft. under roof and not on well)

OWNERSHIP/LEGAL DESCRIPTION: ☐ Recorded Deed ☐ Deed of Trust ☐ Escrow Instructions

GRADING PLANS: (New or revised grading plans may be required during the review process for additions and secondary structures.)

- ☐ 4 Copies Stamped and signed by a Nevada Professional Engineer (One Original Stamp/Signature)
- ☐ 3 Copies Approved Subdivision Grading Plan from Civil Engineering Plan Room
- ☐ 2 Copies of Parcel Map Grading Plan from Civil Engineering Plan Room

BUILDING PLANS EXAM FEES:

	Structure 1	Structure 2		Structure 1	Structure 2
Living Area	_____	_____	Estimated Value	_____	_____
Garage Area	_____	_____	Plan Check Fee	_____	_____
Basement Area	_____	_____	Date Paid	_____	_____
Fireplace	_____	_____			

Submittal will expire if permit is not issued within 180 days of approval or if applicant fails to respond to plan review comment within six (6) weeks of notification.